

# CITY OF ALGONA

APPLICATION FOR  
Lot Combination

200 Washington Boulevard  
Algona, WA 98001  
(253) 833.2897



<b>Application #</b>		<b>Date Received</b>	
<b>Amount Paid</b>		<b>Received By</b>	
<b>Receipt #</b>		<b>Date Complete</b>	

## PROPERTY OWNER INFORMATION

<b>Legal Owner's Name</b>					
<b>Owner's Address</b>					
<b>City</b>		<b>State</b>		<b>Zip</b>	
<b>Phone #</b>		<b>Email</b>			
I certify under the penalty of the laws of the State of Washington that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Algona, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property.					
<b>Printed Name of Property Owner(s)</b>					
<b>Signature of Property Owner(s)</b>					

## APPLICANT INFORMATION (If different from property owner)

<b>Applicant's Name</b>					
<b>Applicant's Address</b>					
<b>City</b>		<b>State</b>		<b>Zip</b>	
<b>Phone #</b>		<b>Email</b>			
<b>Applicant's Signature</b>					

## PRIMARY CONTACT INFORMATION (If different from property owner)

<b>Contact's Name</b>					
<b>Contact's Address</b>					
<b>City</b>		<b>State</b>		<b>Zip</b>	
<b>Phone #</b>		<b>Email</b>			

## PROPERTY INFORMATION

<b>Address</b>			
<b>Parcel Number(s)/</b>			
<b>Acreage/Square Feet</b>		<b>Current Zoning</b>	
<b>Current Use</b>			
<b>Proposed Use</b>			
<b>Outstanding Permit(s) Numbers</b>			

PROPOSAL INFORMATION

<p><b><u>Proposal</u></b>          Please provide a thorough description of your proposed project.</p>	
<p><b><u>Sensitive Areas</u></b>          Are there any wetlands, steep slopes, or other sensitive areas onsite? If so, please list any related critical area studies that have been completed for the subject property and include a copy of each with this application.</p>	



# CITY OF ALGONA

## SUBMITTAL REQUIREMENTS AND REVIEW PROCESS FOR Lot Combination

### A. APPLICABILITY

#### Lot Combination

A Lot Combination is the City's submittal process by which contiguous parcels may be combined or consolidated into larger parcels for ownership, development or redevelopment. The requirements and procedures for all Lot Combination applications is governed by Chapter 19.12 AMC.

### B. MINIMUM SUBMITTAL REQUIREMENTS

**The following items are the minimum initial submittal requirements for processing a Lot Combination**

- Completed and signed application form and associated fee
- A copy of a Project Description and Land Use Narrative
- A title report dated within 30 days of submittal date
- A copy of the survey
- One copy of the preliminary plans, including:
  1. The proposed lot lines for all affected lots, indicated by heavy solid lines;
  2. The existing lot lines proposed to be changed, indicated by heavy broken lines;
  3. The location and dimensions of all structures and improvements existing upon the affected lots in proximity to the lot lines of the lots being combined, and the distance between the structure/improvements and the proposed boundary lines;
  4. The legal description of the original parcels together with new separate legal descriptions for each revised parcel, labeling the affected parcels specifically as "Parcel A," "Parcel B," etc.;
  5. The position of permanent markers bearing the surveyor's registration number set at each new property corner;
  6. The parcel numbers of all affected lots;
  7. The location of the property to quarter/quarter section, township and range;
  8. The location and dimensions of any drainfield, easement or right-of-way existing within any affected lot;
  9. The area and dimensions of the resulting lot following the proposed combination;
  10. Declaration blocks shall be provided for the lot owner(s), surveyor, approving governmental agencies and recording certification in a manner as prescribed by the planning director; and
  11. A lot combination may contain conveyance language that provides for the transference of

property between the affected lots.

**C. LOT COMBINATION SUBMITTAL INSTRUCTIONS AND REVIEW PROCESS**

1. A lot combination application is submitted by hand, mail, or email to City Hall. Email submittals are accepted at [juliek@algonawa.gov](mailto:juliek@algonawa.gov).
2. City staff administratively review the application.
3. Once the final approval is issued, the applicant must record lot combination with the King County Auditor's Office within 30 days of approval, or the lot combination will become null and void.